

Design It Outline

INSTRUCTIONAL STRATEGY

- ❑ Create Goal Map / Course Map (storyboard)
- ❑ Create Content Outline
 - Gather information regarding content
- ❑ Create Activities
 - Activity name
 - Activity type
 - Learning objective for activity
 - Content scope
 - Tools
 - Examples needed
 - Feedback strategy
- ❑ Determine media requirements
 - Develop scripts, blocking, and schedule production
- ❑ Review and adopt training materials standards

ALPHA USABILITY TEST

- ❑ Plan alpha usability test
- ❑ Conduct alpha usability test (results & recommendations)

EVALUATION INSTRUMENT

- ❑ Plan evaluation / measurement tools and methods

DELIVERABLE SCHEDULE

- ❑ Create implementation timeline
 - Implementation schedule
 - TOT design requirements
 - Training maintenance plan
- ❑ Create logistics timeline
 - Logistics
 - Resource requirements
 - Site requirements

PROJECT MANAGEMENT

- ❑ Conduct kick-off meeting
- ❑ Create communication plan
 - Identify help / support processes required
- ❑ Control project work throughout each phase